Reference Page Guidelines FIRST AND LAST NAME 419.123.4567 email.address@rockets.utoledo.edu

- 1. Select three to five individuals who know you professionally and can speak to your experiences, skills, abilities, and accomplishments. These should include employers for work and research, faculty members, and advisors.
- 2. Use a separate page, apart from your resume, to list your references.
- 3. Use the same header, format, and font for your reference page as for your resume and cover letter.
- 4. Do not use personal references such as family members, friends, and neighbors.
- 5. Always ask permission of your references before including them on your reference sheet.
- 6. Be sure to have



Reference Page Sample

JANE C. DOE 414-123-4567 Jane.C.Doe@rockets.Utoeldo.edu

REFERENCES

Jeff Reference (Internship Supervisor) Director, Operations XYZ Glass Company Toledo, Ohio 43621 419-888-7777 JohnReference@419GlassCo.com

Ima Reference (Direct Supervisor) Sr. Manager The Alliance for the Great Lakes Chicago, Illinois 07895 312-333-4444

Another Reference (Direct Supervisor) Manager

1111 Monroe Avenue Toledo, Ohio 43217 419-777-8888 <u>A.Great Reference@Kohls.com</u>

Susan Success (Advisor for four years) Academic Advisor College of Arts and Letters The University of Toledo

